

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602) 542-5695  
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**STATE OF ARIZONA**

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**SCHOOL FINANCE MEMORANDUM 06-001**

**TO:** School District Superintendents, Business Managers and County School Superintendents

**FROM:** Philip Williams, Deputy Associate Superintendent, School Finance

**DATE:** September 26, 2005

**SUBJECT:** **FY 2006 Cash Advance of State Aid**

Per A.R.S. 15-973.C, districts are eligible to receive an advance of state aid if sufficient appropriated funds are available and the district can show that additional state monies are necessary for current expenses. Posted to ADE's web site at <http://www.ade.az.gov/schoolfinance/Forms/DistCashAdv/> is the FY 2006 Cash Flow Analysis form that must be completed and returned to the Arizona Department of Education to verify the district's need of an advance payment of state aid. The completed form must be accompanied by a formal letter of request addressed to:

Mr. Tom Horne  
Superintendent of Public Instruction  
Arizona Department of Education  
1535 West Jefferson Street  
Phoenix, Arizona 85007

Attention: Jill Heikkila  
School Finance Unit, Bin 13

This request must include the following statement:

"Under the provisions of A.R.S. § 15-973.C, and by resolution of the Governing Board, \_\_\_\_\_ District requests an advance of state aid in the amount of \$\_\_\_\_\_ in order to alleviate the projected cash deficit as shown on the attached Cash Flow Analysis."

The clerk or president of the governing board must sign the request that includes the above statement. The request may include any other comments you wish to make to support the need for an advance payment.

Cash Advances must be approved by the Superintendent of Public Instruction, the State Treasurer, and the Director of the Department of Administration prior to the release of payment. To allow for this approval process, the Cash Advance Request and the cash flow analysis must be received no later than the last day of the month in order to be calculated and included in the next scheduled payment.

In addition to the processing directions outlined above, please send an electronic copy of your cash flow analysis to [jheikki@ade.az.gov](mailto:jheikki@ade.az.gov) or to [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov). Please include "**Cash Advance Request**" in the subject line. If you need additional information please contact Jill Heikkila at (602) 542-8253 or by email at [jheikki@ade.az.gov](mailto:jheikki@ade.az.gov).